

## **SECRETARIAT**

The entire staff of a Model United Nations conference forms the Secretariat.

### **1. SECRETARY GENERAL**

The secretary general of a model united nations is the highest authority. he/she is considered the main spokesperson of the organisation. the secretary-general has discretionary power over all matters in the conference.

### **2. DEPUTY SECRETARY GENERAL**

He/she assists the secretary-general and looks after all the substantive issues and is fully responsible for the administrative tasks executed by the rest of the staff.

### **3. DIRECTOR RESEARCH**

He/she heads the research team of the organisation and has discretionary powers over the rules of procedure, proceedings and judging of the councils of SMITMUN.

## **DIAS**

The group of people in charge of a Model UN committee. It generally consists of a Chair, a Director, and a Rapporteur. The dais is also the raised platform on which the chair traditionally sits.

### **1. CHAIR/MODERATOR**

The secretary general of a model united nations is the highest authority. he/she is considered the main spokesperson of the organisation. the secretary-general has discretionary power over all matters in the conference.

### **2. DIRECTOR (COMMITTEE)**

A member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic, makes sure delegates accurately reflect the policy of their countries, and ensures that decorum is maintained during caucuses.

### **3. RAPPORTEUR**

A member of the dais whose duties include keeping the speakers' list and taking the roll call, as well as assisting in and keeping track of administrative duties in the committee room.

## **DELEGATE**

A Model United Nations delegate is a participant who represents the position of a country other than his country of origin, and deliberates on issues from the country's perspective, and NOT the delegate's perspective or point of view. The delegates will play the positions of national representatives such as Ambassadors, Ministers, and other diplomats or representatives of intergovernmental Organizations (IGOs) and Non-Governmental Organizations (NGOs). It will be wrong for a MUN Delegate to argue from his/her perspective which contradicts that of the country he/she is representing.

## **USHER/LOGISTICS MEMBER**

A Model United Nations Usher plays a very important role during the conference. The Usher runs all the errands during the session and takes care of documents meant for distribution. Since delegates are not allowed to communicate directly with each other during the session, all communications are channelled through the Usher.

## **ATTIRE**

- Professional business attire required.
- National symbols of any kind are forbidden.
- Only symbols associated with UN are allowed.

## **MUN DECORUM**

- No vulgarities and slangs (e.g. YOLO, LOL) in council. Formality and respect for one another forms the basis of this council.
- Communicate with each other via note paper. You can only speak when the chair recognizes you.
- Speak in third person e.g. "This delegate" or "Country ABC". Address your counterparts as "The delegate of ABC".
- NEVER address yourself "the government of ABC" as you are not representing the government of a country.

## SESSION FLOW

1. Roll Call
2. General Speakers List
3. General Debate (No particular focus)
4. Moderated Caucus (Specific aspect of the issue)
5. Un-moderated Caucus
6. Introduction of Resolution
7. Debate on Resolution
8. Debate on Amendments
9. Voting

## ROLL CALL

When the RAPPORTEUR/CHAIR calls your country, **raise your placard** and reply **“Present and Voting”** OR **“Present”**.

### • **PRESENT AND VOTING**

When delegates announce themselves as being “present and voting”, they give away their right to abstain (i.e. not vote) on the substantive matters.

### • **PRESENT**

When delegates announce themselves as being PRESENT, it is simply an acknowledgement that they are ready for debate, but do not necessarily have a strong opinion on it. A delegate responding “Present” has three options while voting on a substantive issue.

1. In favour
2. Against
3. Abstain

## SUBSTANTIVE AND PROCEDURAL MATTERS

### • **SUBSTANTIVE MATTERS**

This includes votes on introducing draft resolutions and working paper’s, as well as the final vote. Delegates who said **“PRESENT”** during roll call can abstain.

### • **SUBSTANTIVE MATTERS**

This includes votes on motions for moderated and unmoderated caucus, and appeals. In a **PROCEDURAL VOTE**, no delegate may abstain.

## FORMAL DEBATE

The standard type of debate at model UN conference, in which delegates speak for a certain time in an order based on a speaker's list.

## SPEAKERS LIST

- A list that determines the order in which the delegate's will speak.
- A speakers list provides a delegate the opportunity to express his/her country's stand on the agenda.
- A speakers list remains open throughout the discussion of the topic area unless committee chooses to move into a moderated caucus or un-moderated caucus.
- The time limit is pre-set to one and a half minute per delegate.

## MOTION TO SET SPEAKER'S TIME LIMIT

- This is a motion to set or change the speaker's time limit.
- This motion can be introduced in the following way

**“Honourable Chair, the delegation from INDIA moves to set a limit on the speaker's time of three minute.”**

## SPEECH RULES AND PROCEDURES

Each speaker is allotted limited time to speak (including time for speaking and answering POIs).

In case there is some time left after the speaker is finished speaking. The speaker can yield the floor to either **a speaker** or **the chair**.

At the end of your speech, state if you are open to questions or not.

## OPENING SPEECH

An opening speech is a mean for other countries in the council to know your country's position on the issue.

In your opening speech should reflect on

- Brief history on the issue.
- How the issue affects your country?
- Your country's position on the issue.
- Discuss past UN, member states of NGO action.
- Your country's expectations from the resolution.

## POINT OF INFORMATION

- After a delegate has given a speech in formal debate, he or she may yield time to points of information, question from other delegates concerning the speech.
- One may raise his/her placard and on being recognized may ask for valid documentation supporting the delegate's facts.
- **This point CANNOT interrupt a speaker.**

## POINT OF PERSONAL PRIVILEGE

- This point can be raised by any delegate at anytime, when the request concerns the wellbeing of the delegate.
- Only the Point of Personal Privilege relating to inaudibility can interrupt a speech.
- Other examples include being excused to use the washroom.
- **This point CAN interrupt a speaker.**

## POINT OF PARLIAMENTARY INQUIRY

- This point can be raised by any delegate at any time, addressed to the Chair, when the delegate wishes to enquire about a parliamentary procedure.
- **This point CANNOT interrupt a speaker.**

## POINT OF ORDER

- A delegate may raise a Point of Order whenever delegates believes the chair has made an error in the running of the committee.
- The chair will then immediately rule on the Point of Order.
- **This point CAN interrupt a speaker.**

## RIGHT TO REPLY

- It is used by the delegate when he feels that his opinions have been violated.
- **This point CANNOT interrupt a speaker.**

## CHALLENGE

- This is when a delegate can challenge another delegate over a particular issue for a specified period of time, this may be over a sub-topic or country policy.
- This is a one on one debate.

## CAUCUS

It's a break in formal debate in which countries can more easily and informally discuss a topic.

There are two types of Caucuses

### **1. MODERATED CAUCUS**

- A detailed discussion on a sub topic of the main agenda is possible in a moderated caucus and the main reason of starting a moderated caucus is to know the committee's opinion on such an issue.
- A delegate may raise a motion for a moderated caucus in the following manner:

“Motion to open a moderated caucus to discuss **[topic]** for the time duration **[specified by the delegate max 20 mins]** and time per speaker **[Defined by the delegate max 1 minute]**.”

- A motion for a moderated caucus requires a simple majority to pass and can be passed through an informal vote.
- A moderated caucus can be started in the middle of the speakers list, i.e. It is not compulsory for the delegates to finish hearing all the speakers on the list.

## **2. UNMODERATED CAUCUS**

- Allows delegates to informally talk to other delegates outside of debate.
- A delegate may raise a motion for a moderated caucus in the following manner:

“Motion to open a unmoderated caucus to discuss **[topic]** for the time duration **[specified by the delegate max 20 mins]**.”

- Delegates are allowed to move around freely. Usually, it is used to allow for delegates to introduce resolutions working paper and gain the support of delegates.
- When the time expires, the committee will move back into general debate.

## **SUMMARY OF ABILITY OF DIFFERENT MOTIONS TO INTERRUPT A SPEAKER**

| Motion                      | Can Interrupt a Speaker |
|-----------------------------|-------------------------|
| Point of Personal Privilege | YES                     |
| Point of Personal Order     | YES                     |
| Point of Information        | NO                      |
| Right to Reply              | NO                      |

## **WORKING PAPER**

- These are the committee’s views on a particular subtopic of the main agenda in hand. They indicate the direction and inclination of the committee.
- National symbols of any kind are forbidden.
- Before a formal introduction to the committee, a working paper needs to be approved by the chair.
- In case of multiple working papers, the chair has the discretion in putting which one to vote first.
- Working papers, which are drafted by delegates and voted upon by the committee, require a clear majority to pass.

- The voting on a working paper can be done in an informal way by showing the placard.
- If a working paper is passed it has to be incorporated in the resolution.

## RESOLUTION

- The solution to the entire agenda is called a resolution.
- Resolutions, which are drafted by delegates and voted upon by the committee, normally require a clear majority to pass.
- There can be **at most 2 authors** to a resolution.

## DRAFT RESOLUTIONS

- Draft resolutions are all resolutions that have not yet been voted on.
- Delegates write draft resolutions alone or with other countries. There are three main parts to a draft resolution: the heading, the preamble and the operative section.
- **Signatories** are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments
- The heading shows the committee and topic along with the resolution number. It also lists the draft resolution's sponsors and signatories ([see below](#)).
- Each draft resolution is one long sentence with sections separated by commas and semicolons.

## AUTHORS AND SIGNATORIES

- **Authors** of a draft resolution are the principal writers of the document. Although it is possible to have only one author. Authors control a draft resolution and only the author can approve immediate changes
- **Signatories** are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments
- A certain percentage of the committee must be either sponsors or signatories to a draft resolution in order for it to be accepted.

## SPONSORS

- Sponsor of a resolution are the people who contribute to the resolution but are not the principal writers.
- Sponsors cannot vote against the resolution.
- Sponsors are approved by the authors of a resolution.
- **The number of sponsors for a resolution paper cannot exceed 10% (floor value) of the total number of voting countries present.**



## **PRE-AMBULATORY CLAUSES**

- These are the clauses which are an introduction to the resolution or solution and often refer to past resolutions, speeches and the UN charter.
- Every pre-ambulatory clause starts with any one of the following pre-ambulatory phrases and ends with a comma.

|                      |                            |                    |
|----------------------|----------------------------|--------------------|
| Accepts              | Encourages                 | Further recommends |
| Affirms              | Endorses                   | Further requests   |
| Approves             | Expresses its appreciation | Further resolves   |
| Authorizes           | Expresses its hope         | Has resolved       |
| Calls                | Further invites            | Notes              |
| Calls upon           | Deplores                   | Proclaims          |
| Condemns             | Designates                 | Reaffirms          |
| Confirms             | Draws the attention        | Recommends         |
| Congratulates        | Emphasizes                 | Regrets            |
| Considers            | Encourages                 | Reminds            |
| Declares accordingly | Endorses                   | Requests           |
| Deplores             | Expresses its appreciation | Solemnly affirms   |
| Designates           | Expresses its hope         | Strongly condemns  |
| Draws the attention  | Further invites            | Supports           |
| Emphasizes           | Further proclaims          | Takes note of      |
|                      | Further reminds            | Transmits          |
|                      |                            | Trusts             |

## **FRIENDLY AND UNFRIENDLY AMMENDMENTS**

- Approved draft resolutions are modified through amendments. An amendment is a written statement that adds, deletes or revises an operative clause in a draft resolution.
- The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. There are two types of amendments.

## 1.FRIENDLY AMENDMENTS

- A friendly amendment is a change to the draft resolution that all the authors agree with.
- After the amendment is signed by all of the draft resolution's author's and approved by the committee director or president, it will be automatically incorporated into the resolution.

## 2.UNFRIENDLY AMENDMENTS

- An unfriendly amendment is a change that some or all of the draft resolution's author's do not support and must be voted upon by the committee.
- The author(s) of the amendment will need to obtain a required number of signatories in order to introduce it (usually 20 percent of the committee). Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

## BRINGING A RESOLUTION TO THE FLOOR

- A draft resolution must always gain the support of a certain number of member states in the committee before the authors (the delegates who created the resolution) may submit it to the committee staff
- Authors have to raise a motion to introduce the resolution.
- **A minimum of 1 author and 20% of the voting members as signatories are required for a resolution to be introduced in the council.**

## FORMAL VOTING

- In voting procedure, there is no talking, note passing, or moving around by the delegates. Doors to the committee room should be sealed, and no one allowed in or out (unless it is an emergency).
- Voting can be in the form of placard voting, when the chair asks who is **for**, who is **against**, and who **astains**, and the delegates raise their placards for each.

## TYPES OF MAJORITY

- **Simple Majority:** Requires the support of 51% the of countries present.
- **Clear Majority:** Requires the support of 2/3<sup>rd</sup> of the countries present.

## VETO

- The power of veto refers to the power that the 5 permanent members of the United Nations Security Council have which enables them to prevent the adoption of any draft resolution presented by the nation.
- The veto is used whenever the negative vote is cast by the permanent member of the United Nations and automatically causes resolution to fail.
- The five permanent members are:
  1. China
  2. France
  3. Russia
  4. United Kingdom
  5. United States of America

## **TIP AND TACTICS**

### **1. LOBBYING TIPS**

- Approach people quickly.
- Quid pro quo (something for something).
- Be nice and polite.
- Be persistent.

### **2. GENERAL TIPS**

- Stay in role.
- Respect the dress code.
- Stay active and relevant.

### **3. BEING A DIPLOMAT**

While acting as a professional diplomat, delegates must regard the others with utmost respect. Ideological perspectives and personal disagreements differing from the policy of the country the delegates are representing are inapplicable during the course of the simulation. Leadership and ability to negotiate and compromise are fundamental tools for delegates to be effective.

### **4. TACTICS AND STRATEGIES FOR MODEL UN**

- The only cardinal sin at the UN - never act alone.

**“Strength in diplomacy often comes through numbers.”**

- Don't write a resolution that just states the problem, work towards a solution to the problem first.
- Whenever possible, don't condemn If you are trying to solve a problem, condemning one party rarely helps
- Compromise, compromise, compromise What does your nation really need to see in a solution, and what are you willing to compromise?
- Credit others whenever possible Nothing makes friends faster than proving that you were listening, and giving credit to others for their ideas.

## **STILL HAVE DOUBTS? GET IN TOUCH WITH US.**

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